

Columbus – Bartholomew County Planning Department

Sign Zoning Compliance Certificate Application

Planning Department Use Only:

Jurisdiction: ☐ Columbus ☐ Bartholomew County ☐ Joint District

ZCC No.: _____

Sign Zoning Compliance Certificate Application:

Use of the Sign:

☐ Permanent ☐ Temporary: from _____ to _____
(start date) (end date)

Applicant Information:

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Owner Information (the "owner" does not include tenants or contract buyers):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Tenant / Lessee Information (if applicable):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Notification Information (list the person to whom all correspondence regarding this application should be directed):

Name: _____

Address: _____
(number) (street) (city) (state) (zip)

Phone No.: _____ Fax No.: _____ E-mail Address: _____

Property Information:

Zoning: _____

Current Use: _____ Proposed Use (if different): _____

Address: _____
(number) (street) (city) (state) (zip)or General Location (if no address has been assigned provide a street corner, subdivision lot number, etc):
_____**Type of Sign:**

- | | | | |
|-----------------------------------------|-------------------------------------------------|------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Development Entry Sign | <input type="checkbox"/> Freestanding Sign (primary) | <input type="checkbox"/> Interstate Oriented Sign |
| <input type="checkbox"/> Awning Sign | <input type="checkbox"/> Projecting Sign | <input type="checkbox"/> Freestanding Sign | <input type="checkbox"/> Directional Sign |
| <input type="checkbox"/> Directory Sign | <input type="checkbox"/> Window Sign | <input type="checkbox"/> Suspended Sign | <input type="checkbox"/> Flag Sign (commercial message) |
| <input type="checkbox"/> Banner Sign | <input type="checkbox"/> Inflatable Sign | <input type="checkbox"/> Beacon Sign | <input type="checkbox"/> Pedestrian Entry Sign |

Sign Features (check all that apply):

- ☐ The Sign includes and/or is designed for Multiple Users – Number of Secondary Elements (ie. tenant signs): _____
- ☐ Changeable Copy: _____ square feet
- ☐ Time & Temperature: _____ square feet

Sign Dimensions (please complete as applicable to the proposed sign):

Sign Area (total): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (primary element): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #1): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #2): _____ square feet (_____ feet tall X _____ feet wide)

Sign Area (secondary element #3): _____ square feet (_____ feet tall X _____ feet wide)

Area of Structure Front Walls (for wall signs) _____ square feet (_____ feet tall X _____ feet wide)

Area of Front Wall Windows (for window signs) _____ square feet (_____ feet tall X _____ feet wide)

Sign Height (for all types of freestanding signs): _____ feet

Supporting Information (please note the following which must be provided with the application):

- ☐ A site plan showing the location of any types of freestanding signs on the property (including the proposed sign location, the proposed sign setback from all rights-of-way, the proposed landscaping at the base of the sign, all rights-of-way, and all sight visibility triangles)
- ☐ A description of all existing signs and those planned for the property (including any to be removed)
- ☐ A dimensioned drawing showing the size of the sign face and its height.

Applicant's Signature:

The information included in and with this application is completely true and correct to the best of my knowledge and belief.

(Applicant's Signature)

(Date)

Owner's Signature (the "owner" does not include tenants or contract buyers):

I authorize the filing of this application and will allow the Planning Department staff to enter this property for the purpose of analyzing this request.

(Owner's Signature)

(Date)

(Owner's Signature)

(Date)